



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, October 27, 2021**

**9:00 AM**

**FrontLines Headquarters**

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**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

**1. Call to Order and Opening Remarks**

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:02 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Kent Muhlestein, UTA Safety Administrator - Transit System, delivered a brief safety message.

**4. Public Comment**

Chair Christensen invited members of the public to comment during the live portion of the meeting; however, no live public comment was given. It was noted all online public comment received was distributed to the board for review before the meeting and is attached as Appendix A to these minutes.

**5. Consent**

**a. Approval of October 13, 2021 Board Meeting Minutes**

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

**6. Reports**

**a. Agency Report**

- Employee Recognition - 45+ year Anniversaries
- Delegated Authority for On-Call Infrastructure Maintenance Task Orders - Status Update
- Bond Refunding Update
- Ridership Report

**Airport TRAX Station Grand Opening.** Mary DeLoretto, UTA Interim Executive Director, remarked on the grand opening of the Airport TRAX Station on October 22, 2021. She

mentioned a three-month promotion the agency will be sponsoring for free fare with an airline boarding pass beginning in November.

**Employee Recognition - 45+ year Anniversaries**

Ms. DeLoretto was joined by Lorin Simpson, UTA Regional General Manager - Salt Lake Business Unit. Mr. Simpson recognized four employees who have been with the agency for more than 45 years: Dale Brady, Ron Halton, Debbie Skeen, and J.V. Swanson.

**Delegated Authority for On-Call Infrastructure Maintenance Task Orders - Status Update**

Ms. DeLoretto was joined by Dave Hancock, UTA Acting Chief Service Development Officer. Mr. Hancock reported on the current status of task orders listed in Exhibit A of Resolution R2021-05-02. Signed task orders include:

- 3200 West Grade Crossing Replacement (final cost \$242,974; completed in June 2021)
- Operator Relief Rooms (signed task order for \$434,000; in process)
- North and South Stadium Embedded Curve Replacement (final cost \$1,398,736; completed in August 2021)
- Mario Capecchi Embedded Curve Replacement (final cost \$627,383; completed in October 2021)

Task orders in scope development or postponed until 2022 include:

- Gap Filler on FrontRunner Stations (not to exceed \$1,000,000; in scope development)
- Winchester Avenue Grade Crossing Replacement (not to exceed \$350,000; postponed until 2022)
- 8120 South Grade Crossing Replacement (not to exceed \$250,000; postponed until 2022)

Discussion ensued. Questions on cost estimating and operational impact determinations were posed by the board and answered by staff.

**Bond Refunding Update**

Ms. DeLoretto was joined by Bill Greene, UTA Chief Financial Officer. Mr. Greene described the bond sale process, movement in 10-year U.S. Treasury yield rates, and series 2015A taxable advance refunding results. The agency refunded \$447,845,000 in bonds in a sale earlier this month. The transaction yielded a net present value savings (NPV) of \$20,154,295, or 5.07%, and a gross cashflow savings of \$20,338,129.

**Ridership Report**

Ms. DeLoretto was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Cumins reviewed daily ridership by mode from January 2020 through August 2021; year-to-year ridership from January through September for 2019, 2020, and 2021;

systemwide ridership compared to the previous year; average weekday ridership from February 2008 to the present; ridership by mode from January through September compared to the previous year; UTA On Demand ridership compared to the previous year; and the monthly percentage difference in overall ridership compared to the previous year.

Discussion ensued. A question on paratransit ridership was posed by the board and answered by Mr. Cumins.

Chair Christensen mentioned Mr. Cumins is leaving for another opportunity and today marks his final board meeting at UTA. The board and Ms. DeLoretto thanked Mr. Cumins for his contributions to the agency.

## 7. Resolutions

### a. **R2021-10-04 - Resolution Ratifying the Adoption of the Tentative 2022 Budget**

Mr. Greene summarized the resolution, which ratifies the adoption of the tentative 2022 budget. Mr. Greene provided an overview of the 2022 operating budget, as well as breakdowns in expenses by category and office. He also reviewed a summary of changes in staffing from 2021 to 2022 by fulltime employee (FTE). Mr. Greene then highlighted the budget impact of proposed service changes, recruitment and retention initiatives, and the rail maintenance apprenticeship program. He concluded by describing next steps in the budget approval process.

Discussion ensued. A question on the start time for the rail maintenance apprenticeship program was posed by the board and answered by Mr. Greene.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

### b. **R2021-10-05 - Resolution Authorizing the Execution of a Low or No Emission Grant Agreement with the Federal Transit Administration for the Tooele Microtransit & Vehicle Electrification Project**

Patti Garver, UTA Manager - Environmental & Grant Services, was joined by Jaron Robertson, UTA Director of Innovative Solutions. Ms. Garver described the resolution, which authorizes execution of a low or no emission grant agreement with the Federal Transit Administration (FTA) for microtransit and vehicle electrification improvements in Tooele County. The total project cost is \$1,608,995, with \$1,380,000 in funds from the grant and \$230,099 in local match. The project will:

- Replace six gasoline flex route and dial-a-ride vehicles in Tooele County with eight zero-emission electric vehicles
- Implement on-demand microtransit service

- Install fixed and on-route charging systems in the Tooele garage
- Train the current workforce on electric vehicle operation and maintenance

New service will be deployed in August 2022.

Discussion ensued. Questions on the partnership with Tooele County and driver staffing were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

## 8. Contracts, Disbursements and Grants

### a. **Contract: Investment Management Services (Chandler Asset Management, Inc.)**

Emily Diaz, UTA Financial Services Administrator, requested the board approve a ten-year contract in the amount of \$1,150,000 with Chandler Asset Management, Inc. for investment management services.

Discussion ensued. Questions on the vendor's state certification status and work with other transit agencies were posed by the board and answered by Ms. Diaz.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract be approved. The motion carried by a unanimous vote.

### b. **Contract: UTA Employee Holiday Gift Cards 2021 (Harmon City, Inc.)**

Troy Bingham, UTA Comptroller, asked the board to approve a contract with Harmon City, Inc. in an amount not to exceed \$293,625 for employee holiday gift cards. The contract will provide 2,600 gift cards, with an option to purchase an additional 100 gift cards, at a value of \$125 per card.

Discussion ensued. Questions on raising the gift card amount to \$150 were posed by the board and answered by Mr. Bingham. Chair Christensen suggested raising the dollar amount of the gift card.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this contract be approved, with the value of the gift cards set at \$150 per card and the total contract value raised accordingly. The motion carried by a unanimous vote.

### c. **Contract: Tooele Bus Facility Renovation (Paulsen Construction) And 2021 Technical Budget Adjustment- Capital**

Mr. Hancock requested the board approve a contract with Paulsen Construction in the amount of \$1,095,924.53 for renovations at the Tooele bus facility.

Mr. Hancock noted fully funding the project will require a technical budget adjustment to move \$400,000 from the capital contingency to the project to cover increased costs.

Discussion ensued. Questions on the source of cost increases were posed by the board and answered by Mr. Hancock.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract and a technical budget adjustment moving \$400,000 from the 2021 capital contingency to the Tooele bus facility renovation project be approved. The motion carried by a unanimous vote.

**d. Change Order: TDX System Maintenance - Change Order No. 3 TDX Unidirectional Gateway Network Security Solution (Modern Communications Systems)**

Mr. Hancock was joined by Jared Scarbrough, UTA Acting Director of Capital Construction. Mr. Scarbrough asked the board to approve a change order in the amount of \$348,369 to the contract with Modern Communications Systems for TDX unidirectional gateway network security on the TRAX and FrontRunner systems. The total contract value, including the change order, is \$5,009,439.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this change order be approved. The motion carried by a unanimous vote.

**e. Change Order: Tire Lease Program Extension (Michelin)**

Mr. Hancock was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Stockley requested the board approve a change order in the estimated amount of \$3,690,000 (based on miles driven) to the contract with Michelin for an extension of the tire lease program. The total contract value, including the change order, is \$8,775,652.17.

Discussion ensued. A question on tire lease requirements was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved. The motion carried by a unanimous vote.

**f. Change Order: Applicant Tracking System Contract Extension (JobVite)**

Greg Gerber, UTA Director of Talent Acquisition, asked the board to approve a change order in the amount of \$388,318 for a three-year extension to the contract with JobVite. The agency currently uses JobVite software to manage its talent acquisition process. The total contract value, including the change order, is \$688,317.10.

Discussion ensued. A question clarifying the length of the extension was posed by the board and answered by Mr. Gerber.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this change order be approved. The motion carried by a unanimous vote.

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- g. Pre-Procurements**
- **Electric Vans for Tooele**
  - **SD100/SD160 Slewing Ring Replacement**

Todd Mills, UTA Director of Supply Chain, was joined by Mr. Stockley. Mr. Mills indicated the agency intends to procure the items listed on the meeting agenda.

Discussion ensued. A question on the origin of the term “slewing” was posed by the board and answered by staff.

Chair Christensen called for a break at 10:22 a.m.

The meeting reconvened at 10:32 a.m.

**9. Discussion Items**

**a. Fare System Technology Review**

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Jerry Van Wie, UTA IT Manager - App Development & Project Management Office; Monica Morton, UTA Fares Director; G.J. LaBonty, UTA Manager of Customer Experience, and Ms. Diaz. Ms. Garrett outlined the project and recommendations, which include:

- Procuring a new electronic fare collection (EFC) system
- Installing new EFC-integration ticket vending machines (TVMs)
- Deploying a mobile app that has a barcode virtual card with NFC option
- Installing validating fareboxes

Ms. Garrett then outlined options for each of the recommendations and reviewed the 10-year cost projections for implementing the recommendations, fare revenues by group, fare costs by group, forecasted fare rates for year 10, forecasted cumulative costs over 10 years, and critical decision points.

Discussion ensued. Questions on the shelf life of refurbished TVMs; potential for reducing the number of printed cards; potential for eliminating fare boxes, including cost savings; issuance of request for proposals (RFPs) in the context of a broader fares analysis; EFC needs with a free fare model; and time window for critical decisions were posed by the board and answered by staff. Trustee Acerson requested information on data utilization from and pros and cons of a closed system. Trustee Holbrook asked to see the impact of different revenue scenarios (e.g., \$1 fares).

The board expressed support for continuing with the RFP process.

**b. UTA On Demand: South Salt Lake County Service Update**

Jaron Robertson, UTA Director of Innovative Mobility Solutions, was joined by Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions. Mr. Robertson provided

an update on south Salt Lake County On Demand service. He reviewed service changes that were implemented in August 2021 and compared flex route average daily boarding to On Demand average ridership. Ms. Quinn then detailed data for On Demand weekly ridership trends, ride requests, microtransit and paratransit connections, customer trends, and customer feedback. Mr. Robertson concluded the update by speaking about successes and challenges for the service, and marketing and communications efforts.

Discussion ensued. Questions on social distancing requirements for the On Demand service, ride request data (including high demand errors), and feedback on replacing flex routes were posed by the board and answered by Mr. Robertson.

**10. Other Business**

- a. Next Meeting: Wednesday, November 3rd, 2021 at 9:00 a.m.

**11. Closed Session**

- a. **Strategy Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual  
And  
Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to be discussed in closed session related to 1) the character, professional competence, or physical or mental health of an individual, and 2) pending or reasonably imminent litigation.

A motion was made by Trustee Acerson, seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote and the board entered closed session at 11:31 a.m.

**12. Open Session**

A motion was made by Trustee Holbrook, seconded by Trustee Acerson, to return to open session. The motion carried by a unanimous vote and open session resumed at 12:10 p.m.

**13. Adjourn**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the meeting be adjourned. The motion carried by a unanimous vote and the meeting was adjourned at 12:10 p.m.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at

<https://www.utah.gov/pmn/sitemap/notice/711405.html> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date: 11/03/2021

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Carlton J. Christensen

Chair, Board of Trustees

**Appendix A**

**Received on October 26, 2021 from George Chapman:**

Tire lease contract limits ADA Compliance comments to Board of Trustees Oct 27 meeting

I don't consider myself disabled but when UTA tells drivers to stay 1 to 4 feet from the curb to decrease scuffing of leased tires, it makes so called bus stop amenities not just useless but worse for riders. Building up station levels 6 inches to match the bus makes it difficult to step a foot down into the street and wslk the 4 feet to the bus.

Even when the bus stop is not raised, if the driver does not get to the curb, riders have to step into the street! Buses should not force riders to step into the street. Please ensure a flexible tite leasing policy that does not negatively impact riders and decreases ridership.